

Management System: Equal Employment Opportunity Policy: Policy Against Sexual Harassment and Other Forms of Unlawful Harassment

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Revisions: 3

1.0 Purpose

This policy reaffirms the Environmental Management, Consolidated Business Center's (EMCBC) commitment and responsibility in maintaining a workplace where all employees are free from sexual harassment, other forms of unlawful harassment, and to ensure that all employees including managers, supervisors, and employees are aware of the EMCBC Director's personal commitment to achieve high standards of professionalism, conduct, and respect in the workplace.

2.0 Scope

The Department of Energy recognizes that sexual harassment and other forms of harassment are unlawful employment practices in violation of Title VII of the Civil Rights Act of 1964. The EMCBC will not tolerate conduct that undermines the integrity of the workplace, lowers morale, causes potential liabilities, is counter-productive to the success of the EMCBC, and will remain responsive to facts when behavior is unacceptable.

3.0 Responsibilities

- 3.1 Managers and supervisors will be exemplary leaders who support Equal Employment Opportunity (EEO) and diversity by responding immediately to any discriminatory conduct, which includes harassment of any kind, in the workplace. Supervisory employees are responsible for informing their respective management of any known or suspected conduct that may constitute harassment within the EMCBC and its Customer Sites. Supervisory employees who have knowledge of an act of possible harassment should contact the EMCBC Office of Civil Rights and Diversity (OCD) for guidance, and support in resolving the matter. Supervisors who have been advised by the OCD, the Office of Human Resources, and the Office of Chief Counsel should take immediate appropriate corrective action, (including disciplinary action), with respect to any matter involving an allegation of harassment.
- 3.2 Each EMCBC employee has the right to work in an environment free from unlawful harassment (sexual and nonsexual), and retaliation. Therefore, every employee is

expected to practice and maintain high standards of respect towards one another, and to work towards the prevention of inappropriate behavior in the in the workplace. Any EMCBC employee engaging in harassing or retaliatory behavior (including sexual harassment) that is in violation of the law or this policy is subject to disciplinary action, which may include suspension or dismissal.

- 3.3 Employees, who feel they are victims of sexual harassment, other forms of harassment, or who have knowledge of an act of possible harassment, are encouraged to seek assistance from the EMCBC OCRD, their supervisor, or their Employee Concerns representative. Employees who take action to report or stop prohibited harassment (sexual or non-sexual) are legally entitled to be free from retaliation and should report the information to any management official, or directly to the EMCBC OCRD.
- 3.4 The EMCBC recognizes the importance of addressing any behaviors that are unacceptable in the workplace and those that weaken our leadership ability. Therefore, the EMCBC will provide a workplace free of sexual harassment and other forms of unlawful harassment and any employee may exercise their rights through the EEO Complaint Process and seek assistance of the OCRD.

4.0 General Information

- 4.1 For more information regarding sexual harassment or other forms of unlawful harassment in the workplace, or information on how to file an EEO Complaint, employees may contact the Office of Civil Rights and Diversity or visit the web address at: www.emcbc.doe.gov/Office/CivilRights.

5.0 References

- 5.1 Title VII of the Civil Rights of 1964;
- 5.2 Title 29 CFR, Part 1604;
- 5.3 Public Law 102-166, the Civil Rights Act of 1991;
- 5.4 Department of Energy Prevention of Harassment (including Sexual Harassment) and Retaliation Policy Statement

6.0 Definitions – See List

EMCBC Record of Decision

DOCUMENT - Policy Against Sexual Harassment and Other Forms of Unlawful Harassment

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.

I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	Initial Policy	All	02/01/2006
1	Format change and updating of information	All	09/23/2008
2	Format change and updating of information	All	08/7/2012
3	Format change and updating of information	All	08/30/2013